



Part-Time Facility Assistant First Tee – Greater Houston

Report To: Facility Manager at FM Law Park

Position Title: Facility Assistant

Position Type and Location: Part-Time at FM Law Park (8400 Mykawa Rd, Houston, TX 77048)

Salary and Benefits: Hourly, based on experience and qualifications. Able to practice and play FM Law Park during business hours

Job Posting Description: The Facility Assistant is responsible for opening/closing the facility on Sundays from 12:00pm–5:00pm and closing the facility during programming sessions. Also, maintaining the driving range.

Duties and Responsibilities

- Maintain a professional and cordial attitude towards coaches, volunteers, participants and their parents. Be charismatic and personable in working with people
- Able to maintain punctuality when it comes to opening/closing the facility.
- Be responsible for setting the security alarm in both the maintenance building and main building.
- Be able to drive a golf cart around the golf course to pick up tee markers and flags sticks before closing the facility.
- Help maintain driving range by using the range cart to pick golf balls, wash golf balls by using our golf ball washer and transporting them to our storage containers for safe keeping.
- Help maintain and organize all equipment storage areas.
- Help maintain any refills the restrooms may need.
- Answer phones and any questions parents or guest have about our program.
- Demonstrate exceptional communication skills
- Any miscellaneous task to maintain a great experience for any guest.

Qualifications

- High school diploma or GED
- Willingness to learn and take on any odd jobs around the facility
- Self-starter, possess strong communication and personable in working with people
- Ability to work during program hours: programs are late afternoons/evenings, Saturdays during programming sessions and Sundays from 12:00pm–5:00pm
- Able to carry up to 50 pounds of weight.
- Able to work on their feet for a long period of time.
- Can manage the outdoor temperature rather it's hot or cold or somewhere in between.
- Have reliable transportation and have a valid driver's license

Contact Person: Brian Ladet

Resumes will be accepted until positions are filled. Please e-mail to bladet@hga.org